



## Enrolling in a self-enrolment course

This page outlines how to enrol into and unenrol from a course with self-enrolment keys.

You should be familiar with [course types and how to request a Moodle course](#) and have created a self enrolment course using the [Moodle Self Enrolment Course Request form](#).

Note: If a user self unenrols the self re-enrols into a course, even into a new role, the user data from their previous enrolment will be available again. Unenrolling and re-enrolling does not clear user data such as assignments and quiz attempts.

## Enrol to a self-enrolment course

1. Ensure you are logged into Moodle. See [How to Log In and Access a Moodle Course](#).
2. Access the link to the course given to you by the instructor or staff member that set up the course. The link will usually look something like this: <http://moodle.telt.unsw.edu.au/course/view.php?id=12345>
3. You will be presented with a page with the self-enrolment options. If you are not presented with the self-enrolment options and you can see the course, this means that guest access has been enabled. You can access some resources but will not be able to interact with activities that require your identity (example, assignment submission). In this case, click **Settings > Course administration > enrol me in this course** and continue.



4.

Find the section for the role you have been given and enter the correct enrolment key for that role.

The screenshot shows the 'Enrolment options' section for a user named 'Alex Lewis Sandpit'. Under the 'Self enrolment (Student)' section, there is an 'Enrolment key' field with four asterisks and an 'Unmask' checkbox. An orange box highlights the 'Enrolment key' field, and an arrow points to it from a text box that says 'Enter the enrolment key for the role you have been given.' Below this is an 'Enrol me' button. The 'Self enrolment (Instructor)' section is also visible but not highlighted.

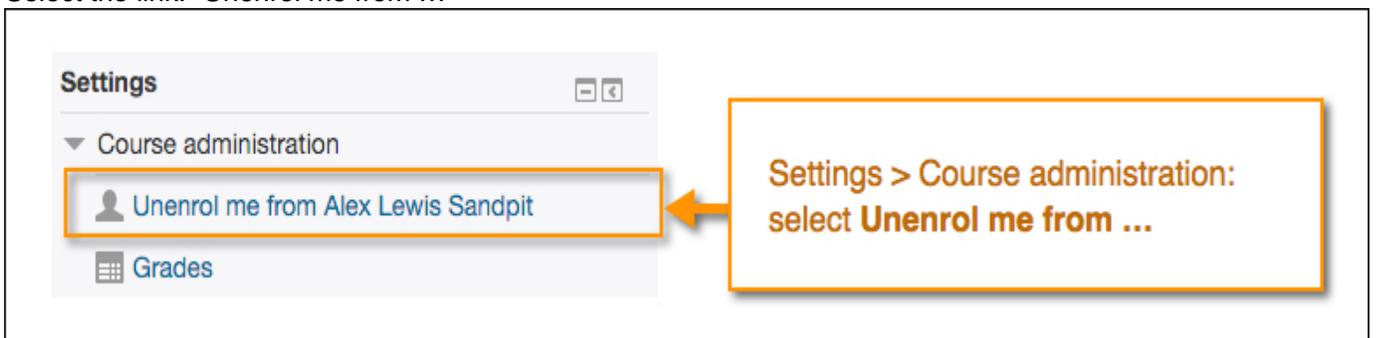
Click **Unmask** if you would like to reveal the enrolment key to check it is entered correctly.

5. Click **Enrol me**



## Unenrol from a self-enrolment course

1. Log into Moodle and navigate to the course to unenrol from.
2. Locate the course settings block (this may be in different locations depending on your settings).
3. Select the link: "Unenrol me from ..."



4.

Confirm the selection

Do you really want to unenrol yourself from course "Alex Lewis Sandpit"?

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<https://teaching.unsw.edu.au/moodle-self-enrolment-course>